

Answer to Complaint

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Answers...**
- STEP 3.** Click on **Complaint, 3rd, cross, counter.**
- STEP 4.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNN format.
 - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 6.** Check (✓) the box linking to the Complaint.
- ☐ Click **Next**.
- STEP 7.** The next screen asks 3 questions:
- ☐ If any of the following apply, check the appropriate box(es):
 - Does this filing include a **third-party** complaint?
 - Does this filing include a **cross-claim**?
 - Does this filing include a **counterclaim**?
 - ☐ Click **Browse** to select the appropriate PDF to attach.
 - ☐ Click **Next**.
- STEP 8.** If you did not check any of the box(es), click **Next** and proceed to **STEP 9**.
- OR**
- If you have checked one or more of the above boxes, one or more of the corresponding screen(s) will display:

Third Party Complaint: Select from the following list the party(s) against whom you are filing this Third-Party Complaint.

Cross-Claim: Select from the following list the party(s) against whom you are filing this Crossclaim.

Counter Party Complaint: Select from the following list the party(s) **against** whom you are filing this Counterclaim.

AND you will see corresponding screens for each one requesting the selection of the appropriate party(s).

☐ Select the appropriate party(s).

☐ Click **Next**.

STEP 9. The **Docket Text: Modify as Appropriate** screen displays.

☐ Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank.

☐ Click **Next**.

STEP 10. The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.